**Project 4-1: Service with a Smile**

**You’re the sales manager for a large chain of auto dealerships that prides itself on service and**

**warranty packages that give customers a sense of security. The company, Car King, is rolling out a new line of extended warranties to offer its customers. You have created a presentation that details three levels of warranties. Now you need to improve the look of the slides to make customers take notice.**

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1. OPEN** the ***Warranty Plans*** presentation and save it as ***Warranty Plans Final***.

**2.** With slide 1 active, click the **New Slide** button to insert a new Title and Content slide.

**3.** Click the **Layout** button, and then click **Title Slide**.

**4.** Type the title **Car King** and the subtitle **Extended Warranty Plans**.

**5.** Drag the slide above slide 1 in the Slides tab so the title slide becomes the fi rst slide.

**6.** Click the **Design** tab, and then click the **More** button to display the Themes gallery.

**7.** Click **Foundry** to apply this theme to all slides.

**8.** Click the **Fonts** button on the Design tab, and then scroll down to locate and click the

**Metro** theme font combination.

**9.** Click the **Colors** button on the Design tab, and then click **Create New Theme Colors**.

**10.** Click the **Accent 1 drop-down arrow**, then click the **Tan, Text 2, Darker 25%** color.

**11.** Click the **Accent 2 drop-down arrow**, then click the **Tan, Text 2, Darker 50%** color.

**12.** Type **CarKing** as the color scheme name, and then click **Save**.

**13.** Go to slide 1, if necessary.

**14.** Click the **Background Styles** button, and then click **Style 7**.

**15. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 4-2: Special Delivery**

**As a marketing manager for Consolidated Delivery, you have been asked to prepare and present information on the company’s services to a prospective corporate client. You need to add some interactive features to a standard presentation to make your delivery especially interesting.**

**1. OPEN** the ***Messenger Service*** presentation and save it as ***Messenger Service Links.***

**2.** Go to slide 2 and select the text **Contact Consolidated** in the text box at the bottom of the slide.

**3.** Open the Insert Hyperlink dialog box (**Ctrl**+**K** is one way), click **Place in This Document**,

and then click **6**. **Our Numbers** in the list of slide titles. Click **OK**.

**4.** Go to slide 5 and use the Shapes gallery on the Insert tab to select the **Information** action button.

**5.** Draw a button near the bottom of the slide and set the action to **Hyperlink to: Other**

**File**. Select the file ***Contract Plans***.

**6.** Go to slide 6, select the website address, and use the Insert Hyperlink dialog box to

create a link to http://www.consolidatedmessenger.com.

**7.** Insert an automatically updating date, slide numbers, and the footer **Consolidated**

**Messenger** on all slides except the title slide. (You may need to adjust the location of

your action button on slide 5 after you add slide numbers and the footer.)

**8.** Press **F5** to run the slide show from slide 1. Advance to slide 2 and test the link at the

bottom of the slide. Slide 6 displays.

**9.** Right-click **slide 6**, point to Go to Slide, and then click **2**. Our Services to return to slide 2.

**10.** Advance to slide 4, and then to slide 5.

**11.** On slide 5, click the action button to open the ***Contract Plans*** file. Close Microsoft Word

to return to the slide show.

**12.** Advance to slide 6 and click the website link. Close the browser and end the slide show.

**13. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Proficiency Assessment**

**Project 4-3: Travel Tips**

**You are an assistant at Sunny Day Travel and your boss has created the beginnings of a presentation containing travel tips for various destination types. Because there will eventually be many slides per destination, you will organize the slides into sections for the destination types and make some changes to the slide master that will improve the slides’ look.**

**1. OPEN** the ***Travel Tips*** presentation and save it as ***Travel Tips Sections****.*

**2.** Go to slide 2. Notice that the title is obscured by the graphic.

**3.** Switch to Slide Master view, and select the slide master (the topmost slide in the left pane).

**4.** Drag the bottom border of the title placeholder upward so its bottom aligns with the 2” mark on the vertical ruler.

**5.** Close Slide Master view, and confirm on slide 2 that the title no longer overlaps the graphic.

**6.** Create a section that starts with slide 3. Name it **Sand and Sun**.

**7.** Create a section that starts with slide 6. Name it **Adventure**.

**8.** Create a section that starts with slide 9. Name it **Cruise**.

**9.** Create a section that starts with slide 12. Name it **City**.

**10.** Create a section that starts with slide 15. Name it **Summary**.

**11.** Move the City section before the Cruise section.

**12.** On slide 2, select the graphic for **Sand and Sun**, and create a hyperlink that jumps to slide 3.

**13.** Create additional hyperlinks for the other three graphics, jumping to the first slide in their respective sections.

**14. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 4-4: Senior Meals**

**As the activities director for Senior Meal Services, you are responsible for educating your staff about the dietary recommendations for senior citizens. You have created a presentation, and now you will modify its slide master, theme, and colors to make it more appealing.**

**1. OPEN** the ***Meals*** presentation and save it as ***Senior Meals***.

**2.** Apply the **Pushpin** theme.

**3.** Change the font theme to **Newsprint**.

**4.** Display the slide master, and change the background on the slide master to **Style 2**.

**5.** Close Slide Master view, and go to slide 1.

**6.** Select the website address on slide 1, and make it into a live hyperlink.

**7.** Set the current date to appear at the bottom of each slide, and for it to *not* be automatically updated.

**8. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 4-5: The Art of the Biography**

**You work for the editorial director of Lucerne Publishing. She has asked you to fine-tune a**

**presentation on new biographies she plans to deliver to the sales force. You want to make some global changes to the presentation by customizing the presentation’s slide masters, and you need to create a new layout that you will use to introduce sections of biographies.**

**1. OPEN** the ***Biographies*** presentation and save it as ***Biographies Masters***.

**2.** Switch to Slide Master view and apply a new theme of your choice to the slide master.

**3.** In the left pane, click the **Title and Content** layout and then click the **Insert Layout**

button in the Edit Master group to insert a new layout.

**4.** Deselect **Title** in the Master Layout group to remove the title placeholder from the new

layout.

**5.** Insert a text placeholder in the center of the slide. Delete the sample bulleted text,

remove bullet formatting, and change font size to 40 point. Center the text in the

placeholder.

**6.** Apply a new background style to this new layout.

**7.** Click the **Rename** button in the Edit Master group and type **Introduction** as the new

layout name.

**8.** Close Slide Master view.

**9.** Insert a new slide after slide 1 using the Introduction layout. Type **American History** in

the placeholder.

**10. SAVE** the presentation and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 4-6: Adventure Works**

**You are a coordinator for Adventure Works, a company that manages outdoor adventures for children and teenagers. To introduce your programs, you have created a presentation to show at local schools and recreation centers. Finalize the presentation with design elements and effects that will catch the eye.**

**1. OPEN** the ***Adventures*** presentation.

**2.** Apply a suitable theme to the presentation. Customize theme colors or fonts if desired.

**3.** Make the email address and website address on slide 5 active hyperlinks.

**4.** Change the layout to slide 1 to **Title Slide**.

**5.** Add a footer that contains the text **Adventure Works** to all slides, including the title slide.

**6. SAVE** the presentation as ***Adventures Final*** and **CLOSE** the file.

**EXIT** PowerPoint.